

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES - AR

I. DEFINITIONS

- A. State-Mandated Tests - Assessments administered by or through the Maryland State Department of Education include but are not limited to the following:
 - 1. The Maryland School Assessment (MSA)
 - 2. The High School Assessments (HSA)
- B. Maryland School Performance Program (MSPP) - a performance based education accountability program that focuses on accountability through school improvement in the public schools.
- C. Test administration - the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the State Department of Education or its agents.
- D. Local Accountability Coordinator (LAC) - the individual appointed by the local Superintendent of Schools to serve as the liaison between the State and Talbot County Public Schools who is responsible for the coordination of all state-mandated testing at the local level.
- E. School Test Coordinator - a school principal or the principal's designee who serves as the liaison between Talbot County Public Schools and the individual school who is responsible for the coordination of all state-mandated testing at that school.
- F. Test Administrator/Examiner - a Maryland certified, full-time staff member trained to administer state-mandated test(s) who is responsible for distributing and collecting test materials, delivering appropriate instructions to a group of students, maintaining security, and providing an appropriate testing environment.
- G. Proctor - an individual appointed by the Principal/School Test Coordinator who assists the Test Administrator/Examiner with the administration of a state-mandated test. Proctors do not have to be certified.
- H. Testing Window - the specific period of time designated by the Maryland State Department of Education for school systems to complete state-mandated tests and associated make-up testing.

II. DESIGNATION OF RESPONSIBLE PARTIES

- A. Each local Superintendent of Schools shall designate annually one individual who shall be the sole individual in the school system authorized to procure test instruments that are used in testing programs administered by or through the Maryland State Department of Education.
- B. Each school Principal shall designate annually one administrator in the school who shall be

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES

authorized to procure test materials through the Local Accountability Coordinator used in testing programs administered by or through the Maryland State Department of Education.

- C. Each school Principal shall designate Test Administrators/Examiners who shall be Authorized to administer state-mandated test(s) to students in accordance with state and local requirements.
- D. Each school Principal shall designate Proctors as needed who shall be authorized to assist Test Administrators/Examiners with the administration of state-mandated test(s) to students in accordance with state and local requirements.

III. PROCUREMENT AND RETURN OF TEST MATERIALS

- A. The Local Accountability Coordinator directs and coordinates the shipment of test materials to and from schools through the Maryland State Department of Education and coordinates the return of materials to the state and/or contractor in accordance with state requirements.
- B. The Principal/School Test Coordinator receives the shipment of test materials through the Local Accountability Coordinator, Maryland State Department of Education, or State Contractor; directs and coordinates the distribution of test materials within the school; and coordinates the return of materials to the Local Accountability Coordinator or State/Contractor in accordance with state and local requirements.
- C. It is the responsibility of the Principal/School Test Coordinator to inventory materials upon receipt of shipment and present the Local Accountability Coordinator with appropriate verification of shipment and any discrepancies or shortages in accordance with state and local requirements.
- D. It is the responsibility of the Principal/School Test Coordinator to prepare boxes of test materials to be shipped in accordance with state and local requirements.

IV. HANDLING OF TEST MATERIALS

- A. The Local Accountability Coordinator is responsible for informing the Principal/School Test Coordinator of the requirements for proper and secure storage of test materials in the schools.
- B. The Principal/School Test Coordinator is responsible for implementing safe and secure handling procedures, implementing proper and secure storage of test materials, acknowledging receipt of testing materials, accounting for these materials during and after testing, and preparing boxes of test materials for return in accordance with state and local requirements.
- C. The Principal/School Test Coordinator is responsible for implementing procedures to document receipt and return of state- mandated test materials from Test

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES

Administrators/Examiners on each day of testing. Any lost materials must be reported immediately in as much detail as possible to the Local Accountability Coordinator and followed by written documentation of the circumstances surrounding the loss of the materials.

- D. The Test Administrator/Examiner is responsible for implementing safe and secure handling procedures, acknowledging receipt of testing materials, and accounting for test materials during and after testing. The Principal/School Test Coordinator will instruct Test Administrators/Examiners in procedures for distribution and collection of test materials to ensure that all test materials are accounted for prior to dismissing students from the testing area.
- E. Any individuals having a responsibility to handle state-mandated test materials shall adhere to all procedures specified in all state and local manuals governing the mandated testing programs.

V. STORAGE OF TEST MATERIALS

- A. All state-mandated test materials are under the jurisdiction and control of the Local Accountability Coordinator.
- B. All state-mandated test materials at the individual school for test administration purposes are under the jurisdiction and control of the school Principal and Local Accountability Coordinator.
- C. While state-mandated test materials are in the schools, they must be stored at all times in a locked, secure, non-instructional area which is under the jurisdiction of the Principal/School Test Coordinator. The only time test materials may be removed from this secure area is when they are in use for actual test administration.
- D. Non-consumable state-mandated test materials that remain in the school from year-to-year must remain in a locked, secure, non-instructional area which is under the jurisdiction of the Principal/School Test Coordinator.
- E. Secure materials include but are not limited to teacher manuals, student test booklets, student answer documents, answer keys, audio tapes with student responses, and other test materials as directed by the Maryland State Department of Education.
- F. Storage of audio tapes with student responses and student accommodation/exemption/excuse forms must be stored in a secure area for at least one year from the date of test administration.

VI. TRAINING FOR STATE-MANDATED TESTS

- A. Required test administration procedures are outlined in state and/or local manuals. It is the responsibility of the Principal/School Test Coordinator to train all Test

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES

Administrators/Examiners and Proctors in proper test administration procedures for each state-mandated test.

- B. For MSA and HSA it is the responsibility of the Principal/School Test Coordinator to ensure that all Test Administrators/Examiners attend training as directed by the Local Accountability Coordinator.
- C. Test Administrators/Examiners for state-mandated tests are limited to certificated, full-time staff members trained to administer each specific test. Substitute teachers, teachers aides, and parent volunteers will not serve as Test Administrators/Examiners.
- D. Training must take place in the testing window in accordance with state and local requirements.
- E. Any school-level personnel involved in Maryland State Department of Education-sponsored training must sign the *Maryland State Department of Education Test Administration and Certification Training Form*. This form is to be kept on file by the Principal with related secure test materials for a period of no less than three years from the last contact of the named person with any Maryland State Department of Education assessment material.
- F. Any non-school-level personnel who work with tests administered by or through the Maryland State Department must sign the *Maryland State Department of Education Non-Disclosure Agreement for Public School Educators Form*. This form is to be kept on file by the Local Accountability Coordinator for a period of no less than three years from the last contact of the named person with any Maryland State Department of Education assessment material.

VII. ADMINISTRATION OF STATE-MANDATED TESTS

- A. Required test administration procedures are outlined in state and/or local manuals. It is the responsibility of the Principal/School Test Coordinator to monitor the administration of all Maryland State Department of Education-sponsored assessments.
- B. It is the responsibility of the Test Administrator/Examiner to follow procedures as outlined in state and/or local manuals for all Maryland State Department of Education-sponsored assessments.

VIII. TESTING BEHAVIOR VIOLATIONS

- A. It is a violation for anyone knowingly and willfully to fail to follow security procedures promulgated by the Maryland State Department of Education and published in its test administration manuals for mandatory tests administered by or through the Maryland State Department of Education to students.

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES

- B. It is a violation for anyone knowingly and willfully to:
 - 1. Give examinees access to secure test items or materials before testing
 - 2. Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of a secure test booklet or a secure administrator's manual, or both
 - 3. Provide answer keys or answers verbally, in writing, or by any other means to examinees
 - 4. Coach examinees during testing or alter or interfere with examinees' responses in Any way
 - 5. Fail to follow security regulations for distribution and return of secure test material as directed, or fail to account for all secure test materials before, during, and after testing
 - 6. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this testing behavior violations regulation
 - 7. Refuse to disclose information regarding test security violations

- C. The Local Accountability Coordinator shall investigate any allegations of the violations of mandatory test security with the full cooperation of individuals within the Talbot County Public Schools.

- D. The Maryland State Department of Education shall investigate any allegations of the violations of mandatory test security with the full cooperation of individuals within the Talbot County Public Schools.

- E. Test behavior violations may result in the suspension and/or revocation of administrative or teaching credentials, or both, of the violator by the Maryland State Department of Education and the state may recover costs incurred as a result in such violations.

- F. Test behavior violations for state-mandated tests may result in disciplinary action by the local Superintendent of Schools.

IX. DATA REPORTING VIOLATIONS

- A. It is a violation for any person, school, or school system to knowingly and willfully:
 - 1. Fail to report test scores, numbers of students tested, other indicators of test performances and participation for all participating students on state-mandated tests, as well as other data elements reported to the State Department of Education as part of its Maryland School Performance Program initiative
 - 2. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of performance on state-mandated tests including other elements of the Maryland School Performance Program
 - 3. Exclude a student or students from participation in state mandated tests by any manner not identified as proper by the Maryland State Department of Education

TEST SECURITY AND DATA REPORTING POLICY AND PROCEDURES

- B. Individuals shall cooperate with the Local Accountability Coordinator and the Maryland State Department of Education in investigating allegations of data reporting violations.
- C. Data reporting violations for state-mandated elements may result in the suspension, revocation of administrative or teaching credentials, or both, of the violator by the Maryland State Department of Education.
- D. Data reporting violations for state-mandated elements of the Maryland School Performance Program or locally-required elements of the annual progress reports may result in disciplinary action by the local Superintendent of Schools up to and including termination of employment.

X. REPORTING OF ALLEGED VIOLATIONS

- A. Allegations of potential test security and/or test behavior violations at the school level for state-mandated tests are to be immediately reported to the Local Accountability Coordinator and school Principal. This report must be followed by written documentation of the circumstances surrounding the allegations.
- B. Allegations of potential data reporting violations are to be immediately reported to the Local Accountability Coordinator. This report must be followed by written documentation of the circumstances surrounding the allegations.
- C. All cases of alleged test security, test behavior, and data reporting violations for state-mandated tests and data elements of the Maryland School Performance Program shall be reported to the Maryland State Department of Education's School Performance Program Office or Program Assessment Branch, as appropriate, pending further guidelines from the state.

XI. INVALIDATION OF TEST SCORES

- A. Individuals shall cooperate with Maryland State Department of Education procedures by assisting in the identification of circumstances that may result in the invalidation of school or student scores.
- B. The invalidation of test results because of a breach of security or action of the Maryland State Department of Education also invalidates any graduation, programmatic, or evaluative criteria dependent upon these test results.
- C. A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any state-mandated test shall have the test results invalidated, and shall be ineligible to retake the test until the next official test window.
- D. A student who knowingly engages in any activities during testing which result in the invalidation of scores shall be ineligible to retake the test until the next official test window.

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